

December 22, 2006

Dear Grantee:

Please find attached a hard copy of the FY 2006 Mid-Year Emergency Shelter Grants Program Performance Report. As outlined in the section entitled "Contractor's Duties" in your contract, grantees are required to annually submit this document. The FY 2006 Mid- Year Emergency Shelter Grants Program Performance Report must be submitted to the Office of Economic Opportunity prior to January 31, 2007. Failure to adhere to this reporting requirement may result in the suspension of grantee funding.

Please use the on-line version of the FY 2006 Mid-Year Emergency Shelter Grants Performance Report located at <http://www.ncdhhs.gov/oeo/forms.htm>. After data is keyed onto the on-line report, please print the form and obtain the appropriate signatures. The form should then be mailed to:

Office of Economic Opportunity  
Emergency Shelter Grants Program  
2013 Mail Service Center  
Raleigh, NC 27699-2013

If you have questions regarding mid-year reporting requirements or other questions regarding the Emergency Shelter Grants Program, please contact Michael Leach, Homeless Programs Coordinator, at 919-715-5850 or [Michael.Leach@ncmail.net](mailto:Michael.Leach@ncmail.net).

Sincerely,

Lawrence D. Wilson

LDW:ML